

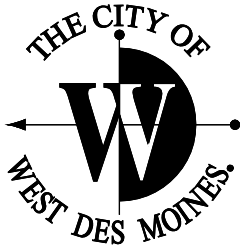
Development Application

# Plat of Survey



Development Services Department  
4200 Mills Civic Parkway, Suite 2D  
P.O. Box 65320  
West Des Moines, IA 50265-0320  
515-222-3620 (phone)  
515-273-0602 (fax)  
[www.wdm.iowa.gov](http://www.wdm.iowa.gov)

Additional copies of this application and the appropriate  
"project submittal requirements"  
can be found on the City's website;  
[www.wdm.iowa.gov](http://www.wdm.iowa.gov)



# Development Application

NO DEVELOPMENT APPLICATION CAN BE  
ACCEPTED FOR FILING UNLESS ALL REQUIRED  
INFORMATION IS SUBMITTED.

## TYPE OF REQUEST (Check all that apply):

- ☐ Comprehensive Plan Amendment (CPA)
- ☐ Final Plat (FP)
- ☐ Grading Plan (GP)
- ☐ Minor Modification (MM)
- ☐ Major Modification/Revised Site Plan (MaM)
- ☐ Plat of Survey (POS)
- ☐ Permitted Conditional Use Permit (PC)
- ☐ Preliminary Plat (PP)
- ☐ Rezoning (ZC)
- ☐ Site Plan (SP)
- ☐ Vacation Request (VAC)

The following are for developments within the  
Jordan Creek Town Center only:

- ☐ Site Plan (SP-JCTC)

The following are for developments within the  
Town Center Overlay District only:

- ☐ Area Development Plan (ADP)
- ☐ Specific Plan Ordinance (ZC-SP)
- ☐ Specific Plan Site Plan (OSP)

## GENERAL PROJECT INFORMATION

Project Name: \_\_\_\_\_

Site Location - actual address if assigned (general location if no assigned address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Area: \_\_\_\_\_ acres (or) \_\_\_\_\_ sq. ft.

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee Amount: \_\_\_\_\_  
Case Planner: \_\_\_\_\_

Date Submitted: \_\_\_\_\_  
Case #: \_\_\_\_\_

OFFICE USE ONLY:

**CONTACT INFORMATION:**

**Property Owner(s):** \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

(Submit additional information sheet for multiple property owners)

\*\*\*\*\*

**Applicant:** \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Main Applicant Contact: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Principal Name(s) including CEO/President &/or GM of Company, if applicable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**Applicant's Representative** (Primary Contact Individual): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

**Applicant's Engineer** (Contact Person): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

**Applicant's Architect** (Contact Person): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

**Provide the following information for Plat of Survey:**

- Size of Original parcel to be divided: \_\_\_\_\_ acres
- Current land use of the original parcel: \_\_\_\_\_
- Has this original parcel been subdivided previously to create a smaller parcel? \_\_\_\_\_
  - If yes, how many other parcels have been created: \_\_\_\_\_
  - In what year were the other parcels platted: \_\_\_\_\_
  - By what means (plat of survey, meets & bounds description, preliminary & final plat, etc...) \_\_\_\_\_
- Number of lots to be created with this Plat of Survey: \_\_\_\_\_
- Size of parcel(s) to be created: \_\_\_\_\_
- Reason for this proposed subdivision of: (ex: divide family owned larger parcel to give part to a family member) \_\_\_\_\_
- Anticipated Use of New Parcel: \_\_\_\_\_

**\*\* LEGAL DESCRIPTION OF THE ORIGINAL PARCEL** (attach separately)

**\*\* LEGAL DESCRIPTION OF THE NEW PARCEL BEING CREATED** (attach separately)

**Existing Comprehensive Plan:**

**Proposed Comprehensive Plan:**

**Existing Zoning:**

**Proposed Zoning:**

**Surrounding Land Uses:**

**North:** Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

**East:** Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

**South:** Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

**West:** Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

**Total Land Area:**            acres            sq. ft.

**\*\* All required drawings and documents as outlined on the associated "project type submittal requirement" sheet must be submitted at the time of the application in order for the project to be accepted and started in the appropriate review process.**

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## **CERTIFICATION:**

**NOTE: ALL APPLICATIONS MUST HAVE SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY, NOTARIZED BY A CERTIFIED NOTARY PUBLIC (attach if necessary)**

### **Part A: Owner's Signature and Consent**

I/we, \_\_\_\_\_ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, \_\_\_\_\_ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

\_\_\_\_\_  
Signature of Legal Property Owner

\_\_\_\_\_  
Date

EIN (Employer Identification Number) \_\_\_\_\_

*The above signed applicant appeared before me and personally subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

*My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

*Signature of Notary Public; \_\_\_\_\_*

### **Part B: Applicant's Signature and Consent**

**(Use only if the applicant is different from Property Owner)**

I/we, \_\_\_\_\_ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, \_\_\_\_\_ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

EIN (Employer Identification Number) \_\_\_\_\_

*The above signed applicant appeared before me and personally subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

*My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

*Signature of Notary Public; \_\_\_\_\_*

**Part C: Applicant/Owner Consent to Traffic Study and Fees**

I \_\_\_\_\_ hereby request the City initiate the required traffic study for this project. I understand that the traffic study is **estimated** to cost \$\_\_\_\_\_ based upon the preliminary development/use information that I have provided to the City. I understand that **this is only an estimate of the cost and that** based upon the traffic analysis fee table included in this application packet or otherwise available from the city upon request **the total cost may be less or more than the estimate.**

- ☐ **By my signature below, I authorize the study and agree to pay all traffic study fees when billed by the City, even if the project is withdrawn.**
- ☐ **I understand that these fees must be paid in full prior to the proposed project proceeding to the appropriate approval body (Plan & Zoning Commission, Board of Adjustment or Administrative approval).**

Enclosed with this signature page is:

- ☐ \$100.00 base fee (if total study fee cost is estimated to be less than \$2,000)
- ☐ \$\_\_\_\_\_ (at least ½ of the estimated cost)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

**EIN (Employer Identification Number)** \_\_\_\_\_  
(This must be provided prior to initiation of the study)

*The above signed applicant appeared before me and personally subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

*Signature of Notary Public;* \_\_\_\_\_

*My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

**Billing information:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## **Legal Documents**

Some projects are required to grant easements, dedicate right-of-way, or enter into various other agreements. City staff will prepare said easements, dedications, or agreements documents. Below please provide the following information in the event such legal documents are necessary for your project.

Grantor (legal entity): \_\_\_\_\_

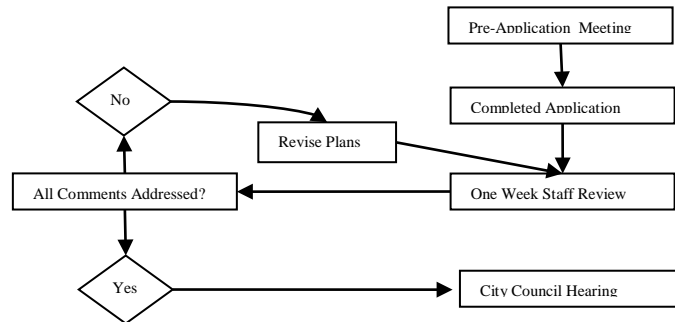
Signatory (Person Signing Document): \_\_\_\_\_

Title of Person Signing Document: \_\_\_\_\_



## City Of West Des Moines Submittal Requirements

### **PLAT OF SURVEY**



**Purpose/Intent:** The plat of survey is intended to allow the subdivision of land for purposes of correcting descriptions of surveyed land or for the division of land in situations in which there are no extenuating circumstances which would warrant a higher level of review by the City.

**Application Fee** - full fee is due at time of submittal

☐ \$230.00 + \$5.50/lot

**Traffic Fee** – base fee is due at time of submittal

- ☐ Signature from Applicant/Owner requesting City initiation of traffic study and agreement to pay fees
- ☐ \$100.00 base fee
- ☐ Additional traffic fees will be based upon the Traffic Fee Matrix (attached) and are due prior to City Council approval

**Reviewing Bodies** -

- ♦ City Staff
- ♦ City Council

#### **A. Your submittal must include the following:**

1. ☐ A letter describing the project, identifying the project contact person(s), and any other information relevant for staff's review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal authority to apply shall be included in a certified form
2. ☐ Completed application form
3. ☐ One (1) 8½ x 11" location map showing the proposed site location, adjacent existing land uses within five hundred (500) feet of the property, and general existing land uses within one thousand (1,000) feet of the property. **Location map must be to a discernable scale with the scale denoted** (If located outside of the corporate boundaries of the City, also submit one (1) 8½ x 11" location map showing the subject parcel in relation to the City of West Des Moines)
4. ☐ Eight (8) copies of the plat of survey (minimum 11"x 17" or maximum 24" x 36", **folded**)
5. ☐ Two (2) reduced copies of the plat of survey (8½" x 11")
6. ☐ One (1) PDF copy of the plat of survey
7. ☐ Other information deemed necessary by the Director of Development Services for the review of the proposed project

#### **B. Your Plat of Survey shall include at least the following:**

1. ☐ Plats shall be drawn at a legible scale, the entire boundaries of the larger original parcel must be shown
2. ☐ Whenever more than one sheet is used to accurately portray the lands subdivided, each sheet shall display both the number of the sheet and the total number of sheets included in the plat, as well as clearly labeled match lines indicating where other sheets adjoin. An index sheet shall be provided to show the relationship between the sheets
3. ☐ All dimensions shall be shown in feet to the nearest one-hundredth of a foot

4. ☐ Legal description of the original parcel including total area of the property
5. ☐ Legal description of the subdivided parcel including total area of the property
6. ☐ Date, compass point, legend of symbols and scale (written and graphic)
7. ☐ Vicinity map that accurately represents the area including recent developments
8. ☐ Name, address and contact information of owner of original subject property
9. ☐ Name, address and contact information of intended owner of subdivided property
10. ☐ Name, address and contact information of surveyor
11. ☐ Notation of Comprehensive Plan Land Use designations
12. ☐ Notation of Zoning District, if applicable
13. ☐ Identify name of adjoining land owners and current uses
14. ☐ Lot designations and lot addresses, if known, for subject property
15. ☐ Street names, half right of way widths dimensioned from centerline of right of way, and full right of way width dimension should be shown for all existing and proposed streets
16. ☐ Street and curve data shall be illustrated and shall include survey details/dimensions for rights-of-way, curvature, tangency, intersections, bearings and angles
17. ☐ All sides of each lot shall be dimensioned (the maximum unadjusted acceptable error of closure for all subdivision boundaries shall be 1:5,000)
18. ☐ Bearings, based on an assumed meridian approximating North, of all boundary lines or internal angles of all angle points on the boundary shall be shown
19. ☐ Fractional lines and corners of the government township and section surveys shall be appropriately labeled and dimensioned as applicable to the plat
20. ☐ Location of existing easements for all utilities, rights-of-way, buffers, railroad, drainage facilities, etc. shall be shown and appropriately labeled with reserved width, type, and whether they are public or private
21. ☐ The book and page number of all existing easements shall be labeled on the plan
22. ☐ Show all established floodway, floodway fringe, and flood plain overlay lines
23. ☐ Indicate minimum finished floor elevations (FFE) or minimum opening elevations for all lots where conditions warrant additional protection from possible flooding situations. If conditions are such that the FFE is not needed, the surveyor shall include a statement which documents such
24. ☐ Certification by a registered land surveyor in accordance with the Iowa State law, signed in contrasting ink will be required on the final plan
25. ☐ Other considerations pertinent to the proposal may be requested for illustration or statistical purposes

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<http://www.wdm.iowa.gov>

TRAFFIC ANALYSIS FEES  
APRIL, 2007

PROCESS	COMPREHENSIVE PLAN	AREA DEVELOPMENT PLAN(1)	ZONING	SUBDIVISION	SITE PLAN(4)
Fees for Independent Processes and Applications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip, plus \$0.50/additional Trip for driveway analysis
Fees for Combined Processes and Applications Tracking Together with No Modifications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0 Additional Fee	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0.50/additional Trip for driveway analysis
Fees for Independent Process and Applications within One Year of Initial Application with No Modifications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0 Additional Fee If Combined Apps.	\$0 Additional Fee If Combined Apps.	\$0.50/additional Trip for driveway analysis
	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0 Additional Fee If Combined Apps.	\$0.50/additional Trip for driveway analysis
	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee plus \$0.50/additional Trip for driveway analysis
Re-analysis Fees within One Year of Initial Application (2)	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 1st 100 Trips min., plus \$1.25/additional Trip, plus \$0.50/additional Trip for driveway analysis

NOTES

- (1) An Area Development Plan is only required in the Jordan Creek Town Center Overlay Zoning District  
(2) Includes analyzing modified development proposals and configurations and is limited to a 15% increase in trips.  
(3) Trip calculations are determined from the difference from vacant property to the traffic generated by the proposed development using the average generation rate from the latest version of the ITE Trip Generation Manual.  
(4) Includes Permitted Conditional Use Reviews